



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

#### Management Analyst II

Posting #SC1026N21

**Opening Date:** 10/26/2021

**Closing Date:** 11/9/2021

**Vacancy Exist**

**Salary:** \$39,984 - \$49,855 (Minimum – Midpoint) Pay Grade 13

**Recruiting For:** Superior Court of Delaware

**Location:** This is a statewide position the primary location can be in Kent County, New Castle County or Sussex County, **Please check the location on your application.**

**Nature and Scope:** This is the second level responsible for coordinating and conducting studies to provide technical assistance and recommendations to division components.

- Reports to an administrative or technical superior and works under well defined policies.
- Review and analyzes managerial practices and procedures including organization, procedural techniques, decision making, communications, staffing and management controls within a division.
- Participates in studies in which needs and problems are identified, objectives are clarified and defined and alternate approaches are explored and assessed.
- Performs short-and long-term analysis for use in revisions and modification of operational programs and policies.
- May involve instructing training courses as required.
- Evaluates statistical data and may forecast manpower and operating costs.
- Monitors services provided by agency staff and/or outside agencies for operational and fiscal compliance with departmental, state and federal rules and regulations and/or to determine if services meet operational goals and objectives.
- Writes proposals, procedural manuals, special and routine reports.
- Contacts include internal and external agencies regarding, fiscal, operational and managerial adherence to state, department and division rules and regulations.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualification page of the application. Resumes may not be substituted for the application. Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "Not Qualified":

1. Six months experience in conducting studies which includes evaluating operations, programs, services, policies and procedures to determine efficiency, effectiveness, whether goals and objectives are met and compliance with laws, rules, regulations, policies and procedures.
2. Six months experience in descriptive statistics such as the mean, median, mode or standard deviation.
3. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Six months experience in narrative report writing.
5. Knowledge of designing studies which includes determining study goals and objectives, information needed, data sources, sampling and collection methods.
6. Knowledge of making recommendations for continuation or changes to operations, programs, services, policies or procedures based on findings.

**Conditions of Employment:**

- The Delaware Judicial Branch takes its responsibilities for ensuring a safe workplace while providing an essential public service for those who are required to come into the courthouse seriously. In order to protect the health and safety of its employees and the public, all new hires will need to provide to Human Resources proof of full vaccination against COVID-19 within 30 days of their hire date.
- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.
- Statewide travel is a requirement of the job.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: [apps.superior@delaware.gov](mailto:apps.superior@delaware.gov) (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
Superior Court of Delaware  
Leonard L. Williams Justice Center  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**